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ABSTRACT

The central mission of the National Occupational Information Coordinating Committee (NOICC) and its network of State Occupational Information Coordinating Committees (SOICCs) is to help states develop and implement an occupational information system (OIS). NOICC supports the use of existing sources of data for the OIS and has worked with the states and training programs to promote their use. Two major resources were updated and improved in 1985: the crosswalk or cross-coding instrument and materials and procedures to help states relate data on labor supply from training institutions to data on employment demand in related occupations. NOICC continued to cooperate with state and federal agencies and other organizations to improve the OIS database. It has provided financial and technical assistance to help states implement computerized systems. NOICC findings of June 1986 indicate 37 states will have a microcomputer-based system; 25 are already in operation. NOICC supported development of a Micro-OIS and provided grants for its implementation in 26 states. NOICC has promoted the development of statewide career information delivery systems; 42 states have computer-based statewide systems, 21 launched with incentive grants from NOICC. (Appendixes include listings of SOICCs, NOICC publications, and major NOICC conferences and training programs.) (YLB)

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Status of the NOICC/SOICC Network

June 30, 1986

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NOICC Administrative Report No. 12

September 1986

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Foreword

This document is the seventh annual report of the National Occupational Information Coordinating Committee (NOICC) and its network of State counterparts (SOICC's). It summarizes major accomplishments of the NOICC/SOICC Network since its formation under the Education Amendments of 1976. Activities in Program Year 1985 (July 1, 1985 - June 30, 1986) are highlighted.

Information on the status of occupational and career information delivery in the States was extracted from SOICC reports for PY 1985, the 1985-86 SOICC Directory, other NOICC and SOICC documents, and the 1985-86 review of State supply/demand reports.

The Network's accomplishments were made possible by the support and direction of the NOICC/SOICC statutory members and their representatives, and the cooperation and participation of personnel in the organizations they represent. These achievements also are the result of the dedicated effort of NOICC and SOICC staff and the leadership provided by NOICC's first Executive Director, Russell B. Flanders. Mr. Flanders retired on May 30, 1986, after 8 years at NOICC. Juliette Noone Lester, a senior program officer in the U.S. Department of Education, was appointed Executive Director of the Committee as of September 29, 1986.

While much progress has been made in addressing NOICC/SOICC mandates, much remains to be done. Information needs, priorities, and resources vary greatly from State to State. All States have not attained the same level of sophistication in the development and delivery of occupational and career information. However, more information is generally available for use in program planning, counseling, and career decision making than there has been in previous years.

Acknowledgments

This report was prepared for the National Occupational Information Coordinating Committee by Roberta Kaplan, in cooperation with NOICC staff. State Occupational Information Coordinating Committees were especially cooperative in reporting essential information on activities in their State for use in this and other NOICC documents.

NOICC staff members were particularly helpful in providing information and guidance throughout the development of the report. They assisted in compiling and analyzing the data, preparing tabular material and project reports, and reviewing preliminary drafts and subsequent revisions for accuracy and clarity. Members of NOICC support staff were responsible for entering information from SOICC reports in the 1985-86 SOICC Directory, the basic source of data for the report. Final drafts were reviewed by senior staff and members of NOICC's Technical Steering Group.

STATUS OF THE NOICC/SOICC NETWORK

Executive Summary

The National Occupational Information Coordinating Committee (NOICC) and its network of State Occupational Information Coordinating Committees (SOICC's) are interagency committees, established by an act of Congress in 1976 to promote the development and use of occupational information. Subsequent education and labor legislation expanded NOICC and SOICC membership and affirmed their mission. The National Committee now includes representatives of 9 Federal agencies in 5 departments that are major producers and/or users of occupational information. State Committees have 5 statutory members, but many SOICC's invite other interested agencies to participate.

In Program Year 1985, NOICC operations were supported by funds from the Departments of Labor ($3 million) and Education ($2.243 million). The Department of Defense provided $1.265 million for specific activities. Late in 1985, the Department of Education contributed $1.257 million in supplemental funds, which are being used for activities in PY 1986.

NOICC allocated the bulk of its funds — about 89 percent — to the States in PY 1985. Since Fiscal Year 1978, NOICC has allocated about 85 percent of its funds to SOICC's.

NOICC's central mission is to help States develop and implement an occupational information system (OIS) that addresses the needs for labor market information among: 1) planners and administrators in vocational education, vocational rehabilitation, and job training programs; and 2) individuals who are exploring careers or seeking employment. NOICC supports the use of existing sources of data for the OIS. It has worked with the States and member agencies to identify the major data sources and to develop technical resources and training programs to promote their use. Two major resources, developed in earlier years, were updated and improved in 1985:

- the crosswalk, or cross-coding instrument, that shows the relationships among the major classifications used in collecting data on occupations and education. The current crosswalk is an extensive computerized data base, from which many different resources can be produced. The Iowa SOICC, under a grant from NOICC, keeps the crosswalk up-to-date and provides products, services, and technical assistance primarily to SOICC's.

- materials and procedures to help States relate data on labor supply from training institutions to data on employment demand in related occupations. The data can then be presented for clusters of related programs and occupations, a form that is useful in program planning. NOICC has developed national prototype clusters, updates them as needed, and provides technical assistance to States in developing their own versions.

NOICC has cooperated with State and Federal agencies and other organizations to improve the OIS data base. In PY 1985, major efforts were initiated to support the preparation of occupational projections in the States, including: 1) development of an exportable microcomputer matrix system for developing State occupational employment projections; and 2) preparation of an industry and occupational employment projections handbook and training program. New State occupation-specific labor force separation rates were completed. They are used in estimating job openings due to replacement needs.

Since 1982, the Department of Defense (DoD) and NOICC have cooperated on a number of projects, including development of a Military-Civilian Occupational Crosscode Data Base. One of their current projects is developing a model to provide estimates of the civilian labor supply in support of recruiting and mobilization manpower planning. Another is providing States with data for their OIS on persons leaving the military services. In PY 1985, DoD produced a third career counseling resource using the Crosscode Data Base. Now in draft, the publication provides information about career progression of enlisted service members within sample occupational areas. One of two earlier resources, a data

tape, is being used to integrate military occupational and training data into computerized career information delivery systems. With funding from DoD, NOICC provided grants to support this effort in 32 States in 1984 and 1985. The second resource is a guide designed for students to use in exploring military careers. Information on officer occupations currently is being developed and will be added to the next edition of the guide.

Information for Program Planning: All State employment security agencies produce labor market information, such as projections of employment demand and data on employment service applicants and openings. Many States also provide reports, designed for use in program planning, that display data on institutional supply with related occupational information. A majority of States are moving toward automated delivery of this information. NOICC has provided financial and technical assistance to help States implement computerized systems, using successful models from other States. NOICC findings of June 1986 indicate that:

- 37 States will have a microcomputer-based system; 25 of these are already in operation. NOICC supported development of a Micro-OIS and provided grants for its implementation in 26 States. Patterned after the Missouri and Maine OIS, it incorporates features from several other State systems. A Micro-OIS workshop to assist States with system maintenance was offered during the 1985 OIS Technical Conference.

- 5 States have, and 3 are implementing, interactive mainframe computer systems.

- 38 States provide data in printed reports; 2 are developing publications.

Both NOICC and State Committees have helped planners find out what information is available and how it can be used. In 1985, the National Governors' Association, the Employment and Training Administration (ETA), and NOICC completed a training program and materials for planners of State and local Job Training Partnership Act programs.

Career Information Delivery: In keeping with its mandates, NOICC has promoted the development of statewide career information delivery systems (CIDS). The Committee has provided technical support and encouraged States to use existing models. According to SOICC reports in June 1986:

- 42 States have computer-based statewide systems, 21 launched with incentive grants from NOICC. NOICC estimates that these systems served 5 to 7 million individuals at more than 13,000 institutional sites in PY 1985. Five States will receive NOICC incentive grants to implement statewide CIDS in PY 1986.

In addition to computerized systems, States often use toll-free telephone hotlines, resource centers, job/career fairs, or publications to provide career information.

A training program to help counselors use labor market information in career guidance has provided inservice training to more than 12,000 counselors in 51 States and territories. Initiated by ETA, the program has been co-sponsored by ETA, NOICC, and DoD. A related effort, funded by DoD, produced a textbook for use in college and university counselor education courses. The text was completed in PY 1985. Another multi-agency project produced a training guide to help teachers incorporate occupational information into the basic curriculum. The guide was published in 1985.

Occupational and career information delivery systems and the data base which supports them must be maintained if they are to be useful. In PY 1986, NOICC will continue to work with other organizations to maintain and improve the quality of occupational information available at local, State, and national levels and the delivery systems developed to serve its many users.

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Introducing the NOICC/SOICC Network 1

Occupational Information:
A Public and Personal Concern

For most Americans, work — or the lack of it — matters. Their lifestyles as well as their livelihoods are influenced by their occupation and the employment and income opportunities it offers. Few decisions affect an individual's future more than choosing an occupation and the education and training needed to enter and succeed in it. To choose wisely, people need sound information about the world of work.

Preparing people well for the work they seek serves both public and personal interests, if the preparation is solid and suited to labor market needs. Vocational education and training require substantial human and financial resources — resources too precious to risk on programs that do not offer sound preparation for the future. In making judgments about which programs to offer and what the curriculum should include, educational planners and job training officials need relevant and timely occupational information.

Helping people make career-related decisions calls for special counseling and vocational guidance skills. Counselors working in schools, job training programs, State and local employment services, vocational rehabilitation agencies, and other settings are in a position to assist people at various stages of career exploration or decision making. To help their clients make better-informed choices, they also need comprehensive occupational information.

To attract new industries or anticipate shifts in the labor market, State and local planners need data on current and projected employment, the supply of skilled workers, and sources of training available in their State or local area. Increasingly, occupational information is being used to support economic development initiatives and human resources planning in both the public and private sector.

Sensible decisions, whether they affect one life or many, often depend on ready access to relevant and timely information about the labor market. Helping people get the occupational information they need is what the National Occupational Information Coordinating Committee (NOICC) and its network of State counterparts (SOICC's) are about.

Network for Making Data Connections

Many Federal and State agencies produce or use occupational information. However, its development is not their only responsibility nor its use their sole concern. Some collect data primarily for internal agency planning and program management. Others produce information for a specific mission or audience, and still others, as a component or by-product of a larger effort, such as a national census.

Whatever prompts their development also affects how these data are collected, presented, and disseminated. The resulting differences make them difficult to interpret or analyze in relation to each other. For example, they may be collected for different time periods and geographic levels, using different classification codes and titles. Thus, while many types of useful data are available from public sources, they are not easily assembled into a coherent body to serve the growing need for occupational information, especially among planners of vocational education and job training programs and individuals facing career decisions.

When NOICC was established in 1976, little had been done to examine the relationships between existing data sources or their potential and collective relevance to vocational program planning or career decision making. There was no framework that defined what information was required for these twin purposes — and no system for organizing available data to meet these needs. Recognizing the importance of such a system, Congress created NOICC. Its job was to bring the major data producers and users together to develop an occupational information system.

Committees Work

The National and State Committees are not data collection agencies. They are, in fact as in name, coordinating committees. Their members represent government agencies responsible for vocational education, employment and training, vocational rehabilitation, labor and education statistics, agriculture, economic development, and national defense. NOICC and the SOICC's provide a forum for these agencies to focus on a common goal — promoting the development, delivery, and use of occupational information.

The intergovernmental structure of the NOICC/SOICC Network is an important factor in the Network's success in carrying out its mission. The Committees foster coordination and communication among their respective member agencies at the State or national level. They also work together in a larger Federal/State Network. As a result, data producers and users become more aware of each other's programs and services, requirements and needs. Information on new products and research is exchanged and circulated. Projects of mutual interest are identified and carried out cooperatively at the State and Federal level. Successful products developed in one State are made available for others to adapt and use, reducing costly developmental time and effort.

Because of its structure, the program has been called an experiment in intergovernmental relations. The experiment seems to be working. This report describes a few of the Network's accomplishments. They, like its other successes, reflect the collective and cooperative efforts of the many individuals and affiliated agencies that constitute the NOICC/SOICC Network.

State/Federal Roles

In developing a workable occupational information system, the National and State Committees played different roles. In general, NOICC established the framework and national guidelines for the system. They are broad parameters, giving SOICC's latitude to develop information and types of delivery geared to State and local needs.

NOICC also provides technical and financial assistance to help States, both individually and collectively, with system implementation and user training. From its experience working with all States, NOICC has been able to identify common problems and possible solutions. Exemplary developments in one or more States have been promoted as models for others. Sometimes they have been enhanced to make them more effective and adaptable for wider use.

The occupational information system is implemented at the State level, where most economic development and program planning decisions are made. When the people who need the data are involved in its development, they are more likely to understand and use it. Thus, research and technical staff who produce data for State agencies, as well as State and local users, participate in decisions about system design and operation.

The NOICC/SOICC Network builds opportunities for broad participation in all major projects. Expanded committees, technical panels, and special work groups are formed in many States and at the national level to ensure that all relevant groups are represented and their views considered. This is essential if the information is to be both useful and used.

Exhibit A: National and State Statutory Committees

National Occupational Information Coordinating Committee members are the:

Undersecretary for Small Community and Rural Development,[2]
U.S. Department of Agriculture

Assistant Secretary for Economic Development,[1]
U.S. Department of Commerce

Assistant Secretary for Employment and Training,
U.S. Department of Labor

Assistant Secretary for Force Management and Personnel[1]
U.S. Department of Defense

Commissioner of Labor Statistics,
U.S. Department of Labor

Commissioner, Rehabilitation Services Administration,[2]
U.S. Department of Education

Assistant Secretary for Vocational and Adult Education,
U.S. Department of Education

Director, Center for Statistics,
U.S. Department of Education

Director, Office of Bilingual Education and Minority Language Affairs,[2]
U.S. Department of Education

State Occupational Information Coordinating Committees consist of a representative from the:

State board administering vocational education

State economic development agency[2]

State employment security agency

State job training coordinating council

State agency administering vocational rehabilitation services

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[1] Added by the Job Training Partnership Act of 1982
[2] Added by the Carl D. Perkins Vocational Education Act of 1984

The Network Today

In 1977, there were no precedents for organizing one Federal and 57 State interagency committees to work together on the development and delivery of occupational information. NOICC's first major task — and its first major achievement — was establishing a State/Federal Network, with SOICC's operating in all of the States.

Initially, the National and State Committees had four statutory members (listed in Exhibit A). The Job Training Partnership Act (JTPA) of 1982 and the Carl D. Perkins Vocational Education Act of 1984 expanded their membership and reaffirmed their mandates. Five statutory members were added to NOICC (shown in Exhibit A), making a total of nine members from five Federal departments. Administrative arrangements for NOICC's operation also changed, and, in March 1985, the statutory members approved a new interagency agreement (Appendix D of this report).

At the State level, JTPA highlighted the importance of a comprehensive State labor market and occupational information system by involving Governors in the designation of responsibility for the system. The Perkins Act expanded the SOICC by adding a representative of the State economic development agency. In addition to statutory members, more than two-thirds of the SOICC's have extended their membership to include other agencies with an interest in occupational information. Many SOICC's include representatives from State agencies responsible for postsecondary or higher education, policy and planning, human resources, or commerce. Staff support for SOICC operations, as a rule, is limited. In June 1986, 34 SOICC's had only one or two staff members; 16 had three to five members; and only 6 had six or more.

NOICC has allocated almost 85 percent of its funds to SOICC's, as reported in Part 6. These funds provide basic support for 1 or 2 staff members and activities related to NOICC/SOICC mandates. State agencies and other organizations often provide supplementary funds or in-kind contributions to support specific SOICC activities or additional staff. For example, State agencies frequently contribute staff time and services needed to prepare data for State occupational and career information delivery systems or to operate the systems. Exhibit B shows major sources of funds for SOICC programs in PY 1985. It does not include in-kind contributions.

Exhibit B: Major Sources of SOICC Funding in PY 1985
(Source: NOICC/SOICC Reports, June 30, 1986)

Source of Funds	No. of States	Total Funding	Percent of Total
NOICC	56	$5,708,000	50
Employment Service/Labor	13	662,000	6
JTPA	17	856,000	7
Vocational Education	17	1,074,000	9
Other[1]	20	3,252,000	28

[1]Includes State appropriations, CIDS user fees, State economic development agencies, and other sources.

Reaching the Network

Improving communication and coordination are by-words in the NOICC/SOICC Network — and by-products of many activities described in this report. The Committees have made a continuous effort to reach a growing constituency of individuals and organizations with an interest in occupational information.

Nearly all SOICC's offer some clearinghouse services. Twenty-seven publish newsletters, sent to almost 37,000 data producers and users in their States. Other State Committees use publications of member agencies to circulate information about existing products and services. At least eleven use electronic telecommunications.

NOICC keeps the Network posted on research, publications, and programs through its Administrative and Information Memoranda Series. State Committees also receive guidance in carrying out their administrative responsibilities through a **SOICC Directors' Guide,** which was published in 1981 and updated in May 1985.

In PY 1985, NOICC initiated a pilot project to assess the feasibility of using electronic telecommunications to improve the flow of information within the NOICC/SOICC Network. Twenty SOICC's indicated they had the necessary hardware and software capacity to participate in the field test. An existing telecommunications network, sponsored by the Office of Vocational and Adult Education, is being used in the test. It offers SOICC's wider access to information about vocational education and new avenues for communication with the education community.

In January 1986, participating SOICC's received start-up instructions, training exercises, and a user guide for beginners. These were followed by an advanced user manual and guidelines for using electronic mail and for composing and reading messages off-line. By spring, six additional States had asked to participate. At the annual SOICC Conference in June, NOICC staff conducted an electronic telecommunications training workshop for 24 persons from 22 States. The field test will continue through 1986 to allow SOICC's to become thoroughly oriented to its use and to determine whether it is an efficient and economical means of improving communication and coordination in the Network.

SOICC Exchange

Since 1978, NOICC has sponsored a yearly conference to promote the exchange of ideas and information among National and State Committee members and staff. The ninth annual SOICC Conference attracted 220 participants from 54 States and territories. It was held in Portland, Maine, in June 1986, and hosted by the Maine SOICC. For the second year, the conference was held in conjunction with the national conference of State vocational/career guidance supervisors. NOICC schedules conferences with related organizations to promote communication among Network members and reduce travel time and cost for State and Federal participants. A list of other major NOICC conferences appears in Appendix C.

Today the NOICC/SOICC Network extends to a large and varied universe of State and Federal agencies. But even more important, it involves a substantial community of individuals who are committed to its mission and to providing high quality, timely, and accurate occupational and career information to an expanding number of users.

Core Developments 3

Building a Framework

NOICC's primary goal is to help States develop and implement an occupational information system (OIS) that addresses the needs for labor market information among:

- planners and administrators in vocational education, vocational rehabilitation, and job training programs
- individuals who are exploring careers or seeking employment

One of the first tasks the Committee faced was to define the basic concept and components of the system. Working with the States and its member agencies, NOICC undertook a series of projects that established a framework and identified major sources of data for the OIS. These pioneer efforts led to the development of the **Occupational Information System Handbook.** Published in 1981, the Handbook provided States with a comprehensive technical reference and procedural guide to assist them in developing an OIS.

Crosswalks to Classifications

To facilitate the use of existing sources of occupational information, NOICC also supported the development of a special crosscoding instrument, called the crosswalk. A computerized data base, it can be used to link key sources of occupational information with each other and with vocational education programs.

The crosswalk shows the relationships among the major classification systems used by State and Federal agencies that collect data on education and occupations. It is one of the primary aids for relating and analyzing data from different sources using different codes and titles. It has provided a resource for the education and training community to use in developing curriculum, reporting data, and preparing information to aid in program planning. Increasingly, the crosswalk is being used as a resource in vocational rehabilitation, counseling, affirmative action, and research.

Created initially to match vocational education programs with related occupations, the crosswalk is based on a number of State and Federal crosscoding instruments. It gained wide recognition and use through the publication of **Vocational Preparation and Occupations** (VPO). The VPO explains the classifications in the crosswalk, provides technical references to facilitate their use, and presents extensive tables, with information from the crosswalk organized by vocational program. In FY 1983, NOICC updated the crosswalk and issued the Third Edition of the VPO, now in its second printing at the U.S. Government Printing Office.

Like the tables in the VPO, many types of resources can be produced from the crosswalk. Because it is a computerized data base, it is possible to select and organize information to meet a variety of specific needs. The data base also can be expanded and updated readily to accommodate changes in the classifications. In 1983, because the crosswalk data base had grown substantially and its use was increasing, a National Crosswalk Service Center was established. Operated by the Iowa SOICC under a grant from NOICC, the Center is responsible for maintaining and updating the data base and providing crosswalk products and services for the Network.

Working with NOICC and Federal agencies, the Crosswalk Center staff keep the crosswalk up-to-date, incorporating new or revised classifications as they are issued. For example, occupations in the supplement to the **Dictionary of Occupational Titles** (DOT) were added to the crosswalk in 1984. New Occupational Employment Statistics (OES) codes and titles were incorporated in 1985. Crosswalk Center staff provide SOICC's and other agencies with commonly used standard reports, special tabulations from the crosswalk, and assistance in interpreting the classification systems and relationships between them. The Crosswalk Center also serves as a repository for current and historical classification and cross-classification resources related to education and work.

Encouraging Standardization

The crosswalk is one means of addressing issues related to the use of different classifications. NOICC also has encouraged efforts of Federal agencies to move toward greater standardization among the systems. For example, it funded the development of the 1980 Standard Occupational Classification (SOC) and assisted the Department of Education in replacing two systems with a single Classification of Instructional Programs (CIP). The OES program of the Bureau of Labor Statistics and the Census are now using occupational classifications based on the 1980 SOC. NOICC also developed materials and training programs that helped States use the 1980 SOC and the CIP. For example, regional and State VPO training sessions in 1983 included instruction in classifying vocational education programs using CIP codes and titles.

To help State career information delivery systems use the SOC, NOICC funded the preparation of complementary occupational descriptions designed for use in career guidance and exploration. In 1984, the Crosswalk Center updated these materials, now entitled **SOC Career Profiles.** The occupational narratives and coded data have been entered in the computer in data base form for flexibility in producing customized reports for users and can now be used in conjunction with the crosswalk data base. Crosswalk Center and NOICC staff have designed formats for standard reports tailored to the needs of career information delivery systems. Samples of these reports were distributed to SOICC and CIDS staff in 1985. NOICC guidelines for State career information delivery identify several appropriate uses of the **SOC Career Profiles** at the State level.

Clustering Data

Information relating employment demand to the supply of qualified workers in an occupation is useful in assessing employment and training opportunities. It is also extremely difficult to prepare. In 1981, the **OIS Handbook** (Volume 2) explained technical issues in assembling and analyzing supply/demand data. It also described the concept of presenting the information in units, or clusters, of related instructional programs and occupations, with supplementary information and analysis.

In its developmental work on units of analysis, the NOICC/SOICC Network has made a unique contribution. It formulated procedures for relating supply data from training institutions to data on employment demand in related occupations, using the crosswalk. The data can then be organized and presented in a form that is especially useful for program planning. In 1982, NOICC issued a comprehensive **Guide to Forming Units of Analysis,** which explained these procedures.

Over the past three years, NOICC has provided on-site technical assistance in developing units of analysis appropriate to specific States. Drawing on this experience, NOICC has worked with the Departments of Education and Labor to develop materials that expedite the preparation of clusters in other States. These national prototypes provide a starting point for defining State-specific units. The prototypes are on computer diskette and can be modified for individual States. In 1984, NOICC issued a new **Guide to Using the National Units of Analysis**, which explains the procedure for adapting the prototypes for a State OIS.

Today NOICC continues to offer technical assistance to individual States and works with the Departments of Education and Labor to keep the national units of analysis up-to-date. In PY 1985, the new Occupational Employment Statistics codes were incorporated into the national prototypes. NOICC plans to add the new Classification of Instructional Program codes in PY 1986.

Linking Military/Civilian Data

In 1982, the Department of Defense requested NOICC's assistance in developing military occupational and career information in a form that was compatible with civilian career information resources. As a result, all military occupational and training specialties across all of the service branches are now linked with their civilian counterparts. This data base has been used to prepare two career counseling resources. They are described in Part 5 of this report, as are related projects to integrate military occupational and training data into computerized career information delivery systems.

Currently, NOICC and the Department of Defense are working to develop a model to provide estimates of the civilian labor supply, by occupation and demographic characteristics, in support of recruiting and mobilization manpower planning. The model will also identify the military occupational counterparts for the civilian occupational supply based on analytical linkages developed through the Military-Civilian Occupational Crosscode Project. A grant was awarded to the Iowa SOICC, which is working with a private firm to conduct this study. NOICC also continues to provide technical assistance on other military-civilian occupational information projects.

More Sources of Supply

In 1985-86, NOICC worked with the Department of Defense to provide SOICC's with data on persons separating from the military services. This information offers States another source of data on the supply of trained workers for inclusion in the OIS. Released for the first time in Fall 1985, the information includes 9-digit DOT and military occupational specialty data by State, all counties, and the four military services. It was provided in print copy and will be updated and issued annually.

In another effort to help States reduce gaps in information on occupational training supply, NOICC arranged for SOICC's to receive data on trainees completing Job Corps programs. Each SOICC receives a special tabulation, prepared annually by the Job Corps, that provides information on trainees returning to their State. In PY 1985 for the first time, the data were presented by CIP program code.

In PY 1985, NOICC and the Bureau of Apprenticeship and Training (BAT) began working together to improve coordination between State apprenticeship bureaus and SOICC's. The BAT is establishing apprenticeship management systems that are a potential source of training supply data for States; State Bureaus also are potential users of State occupational and career information systems. In PY 1985, NOICC invited the BAT to send a representative to its Technical Steering Group meetings, and at least four States have developed cooperative agreements between the State Bureau and the SOICC.

Improving Projections

Over the years, NOICC and the SOICC's have participated in other projects to improve the OIS data base. They have contributed funds or services to help member agencies maintain or enhance key data collection programs, such as the Occupational Employment Statistics (OES) program. In PY 1985, several major efforts were initiated to support the preparation of occupational projections in the States. One of these projects, a joint effort of the Interstate Conference of Employment Security Agencies (ICESA) and NOICC, is to develop an exportable microcomputer matrix system for developing State occupational employment projections. A second project is to develop an industry and occupational employment projections handbook and training program. It is supported by the National Governors' Association (NGA) and ICESA, with funding from NOICC.

The Utah Occupational Projections Service Center is developing the exportable microcomputer matrix system, under a contract with ICESA and funding from NOICC. The result will be a software package that any State can use to develoo occupational projections, using OES staffing patterns and industry projections. The software is being designed for IBM personal computers or compatible equipment. The package, including system documentation and an operator's guide, will be available to all States at no cost. The project will be completed in PY 1986.

The handbook for developing industry and occupational projections is being prepared by a consultant to the North Carolina SOICC, with funding from NOICC. It will describe procedures for developing State and substate area projections. Training materials to support the handbook will be developed, and two one-week training sessions will be held in the fall of 1986 as part of the project. The handbook will be released in PY 1986. All of the materials are designed for State staff who are responsible for developing industry and occupational projections.

A third effort directed at improving occupational projections was completed in PY 1985. State occupation-specific labor force separation rates were developed by NOICC and the National Crosswalk Service Center and sent to States in December 1985. The new rates are based on unpublished 1980 decennial census data and working life tables prepared by the Bureau of Labor Statistics from Current Population Survey (CPS) data. Updated for the first time since the mid-70's, the separation rates are used to develop estimates of job openings due to replacement needs by each State.

Other Data Base Developments

NOICC and the SOICC's have tried to address measurement issues, such as gaps in the data base, gaps within a single data source, and duplication between sources. In one of these efforts, NOICC awarded a grant to the Iowa SOICC to prepare a guide for collecting employment data for agriculture and agribusiness. The guide outlines procedures similar to those used in the OES program, which does not collect information on the agricultural sector.

Another issue in developing an OIS is the geographic level at which data are available. For example, a common concern for many States has been the lack of information on the employment outlook for planning at the local labor market level. In 1983, under a grant from NOICC, the Utah SOICC prepared computer software to help States produce estimates of occupational employment for substate areas. The estimating methods it employs were developed by the New Jersey Department of Labor and Industry, using related research in Texas, Colorado, Oregon, and Utah. Called OASIS, the system is used to generate substate estimates from statewide OES survey data files. Two versions are available to accommodate the two OES estimating systems now in use.

In PY 1985, NOICC continued to address a major gap in OIS occupational characteristics data, the lack of wage and salary information. With funding from the Employment Standards Administration (ESA), NOICC supported efforts to collect wage data on occupations in the construction industry. These data, which meet ESA needs in administering the Davis-Bacon Act, are now available to NOICC and will be released to the States in PY 1986. While the surveys covered relatively few occupations, the data were developed for substate areas in each State and thus should provide useful information for an OIS.

National Training Initiatives

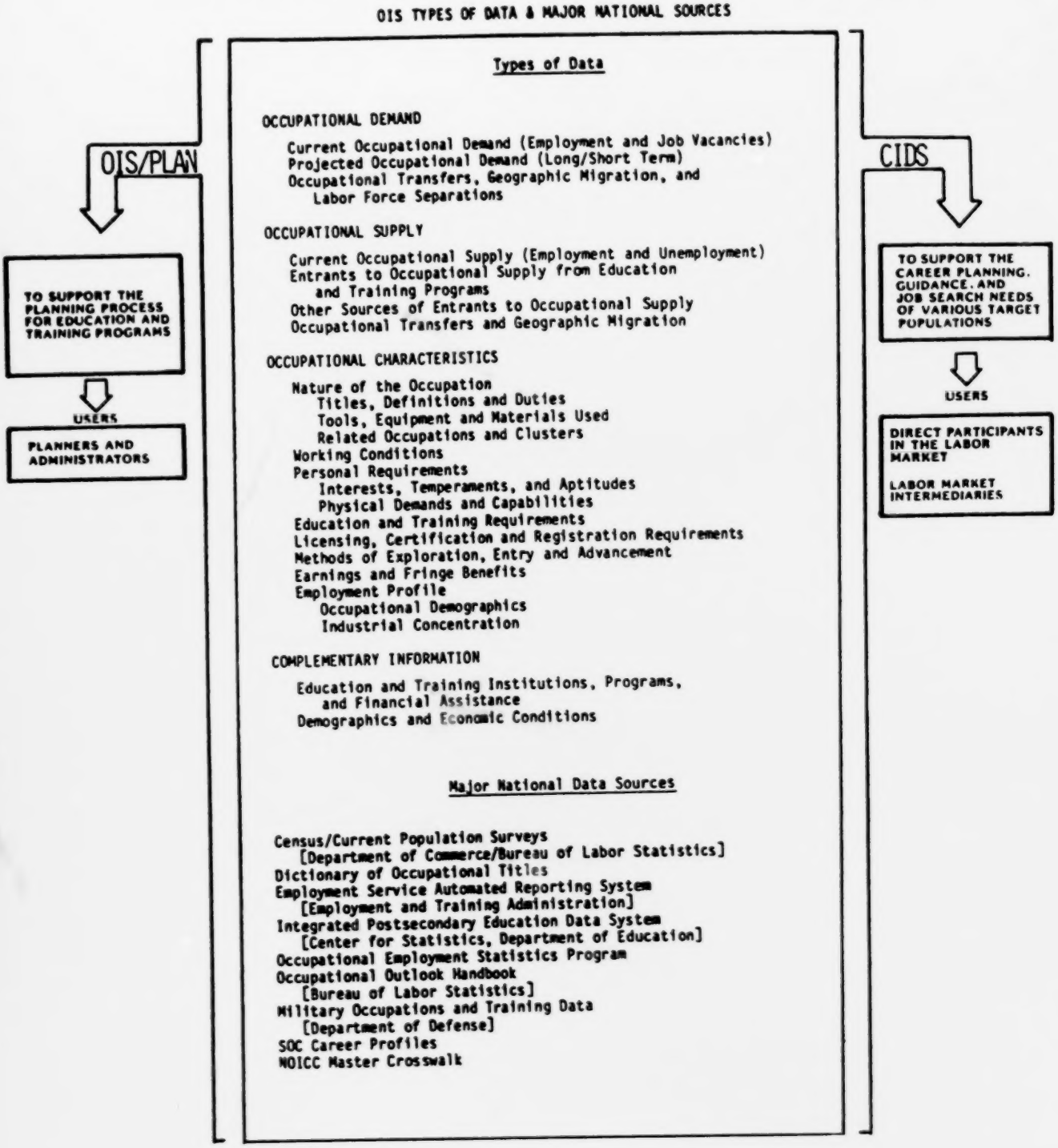
NOICC has developed training programs and materials tailored to specific needs of its member agencies, State Committees, and a broad community of producers and users of occupational information. New technical aids, developed to help States prepare and deliver occupational information, have been introduced at national conferences or special training sessions for SOICC's and other intended users. In 1981, for example, two national conferences provided training on the **OIS Handbook** for State and Federal agency representatives and SOICC staff. The training package itself was designed for SOICC's to use in developing State OIS training activities.

Similar materials and extensive training focused on the use of the **Third Edition VPO** and developing units of analysis. NOICC cooperated with the Department of Education to provide extensive VPO training at regional conferences for State vocational education staff, multi-State workshops, and individual sessions for States, Federal agencies, and national organizations.

Technical Conferences

Since 1983, NOICC has sponsored three national OIS Technical Conferences. They serve as a major forum for addressing key issues in maintaining and delivering occupational information in a systematic and useful way. The third and largest conference was held in January 1986, in Kansas City, Missouri.

EXHIBIT C: OIS INFORMATION BASE AND THE TWO MAJOR USES OF OCCUPATIONAL INFORMATION


OIS TYPES OF DATA & MAJOR NATIONAL SOURCES
OIS/PLAN
TO SUPPORT THE PLANNING PROCESS FOR EDUCATION AND TRAINING PROGRAMS
USERS
PLANNERS AND ADMINISTRATORS
Types of Data
OCCUPATIONAL DEMAND
Current Occupational Demand (Employment and Job Vacancies)
Projected Occupational Demand (Long/Short Term)
Occupational Transfers, Geographic Migration, and Labor Force Separations
OCCUPATIONAL SUPPLY
Current Occupational Supply (Employment and Unemployment)
Entrants to Occupational Supply from Education and Training Programs
Other Sources of Entrants to Occupational Supply
Occupational Transfers and Geographic Migration
OCCUPATIONAL CHARACTERISTICS
Nature of the Occupation
Titles, Definitions and Duties
Tools, Equipment and Materials Used
Related Occupations and Clusters
Working Conditions
Personal Requirements
Interests, Temperaments, and Aptitudes
Physical Demands and Capabilities
Education and Training Requirements
Licensing, Certification and Registration Requirements
Methods of Exploration, Entry and Advancement
Earnings and Fringe Benefits
Employment Profile
Occupational Demographics
Industrial Concentration
COMPLEMENTARY INFORMATION
Education and Training Institutions, Programs, and Financial Assistance
Demographics and Economic Conditions
Major National Data Sources
Census/Current Population Surveys
[Department of Commerce/Bureau of Labor Statistics]
Dictionary of Occupational Titles
Employment Service Automated Reporting System
[Employment and Training Administration]
Integrated Postsecondary Education Data System
[Center for Statistics, Department of Education]
Occupational Employment Statistics Program
Occupational Outlook Handbook
[Bureau of Labor Statistics]
Military Occupations and Training Data
[Department of Defense]
SOC Career Profiles
NOICC Master Crosswalk
CIDS
TO SUPPORT THE CAREER PLANNING, GUIDANCE, AND JOB SEARCH NEEDS OF VARIOUS TARGET POPULATIONS
USERS
DIRECT PARTICIPANTS IN THE LABOR MARKET
LABOR MARKET INTERMEDIARIES

Among topics on the agenda for the 1986 conference were an overview of the OES projections process, an evaluation of past industry and occupational projections, employer surveys, and other issues concerning occupational supply and demand data. Major presentations and small group discussions also focused on quantitative and qualitative analysis and interpretation of occupational information and its use in program planning.

More than 135 participants from 52 States and territories attended the conference, which was hosted by the Missouri SOICC. Prior to the meeting, NOICC prepared and circulated papers on issues to be addressed in various sessions. Resource papers summarizing key points raised in the issue papers, conference presentations, and small group discussions have been drafted and will be issued later this year. Two pre-conference workshops offered a review of the basic concepts of an OIS and training in the maintenance of State systems using NOICC's microcomputer OIS software, described in Part 4 of this report.

Focusing on Users

Many NOICC training programs have been designed to increase awareness and use of occupational and labor market information. In recent years, major projects have been directed at helping thousands of counselors and teachers understand and use labor market information. These projects are described in Part 5 of this report.

In 1985, work was completed on a similar training effort to promote the use of occupational and labor market information in program planning. It is described in Part 4 of this report. Major NOICC conferences and training programs are listed in Appendix C.

Delivery Systems

The occupational information system has an extensive data base (shown in Exhibit C, facing page). From these data, information can be prepared for different purposes and user groups, such as the two indicated in Exhibit C. NOICC has provided specific technical support to help States organize and deliver information for these two purposes: program planning, and career guidance and exploration. States develop and deliver information for these purposes, using data and media appropriate to specific needs and users in their State. In general, the information is updated regularly, and training is provided in its use. Highlights of these activities are noted briefly in Parts 4 and 5 of this report.

Information for Program Planning 4

In keeping with its mandates, NOICC has promoted the development of occupational information systems to assist program planners in vocational education and job training at the State and local level. The systems are designed to provide comprehensive information on:

Supply: the number of individuals completing institutional training
Demand: projected employment in occupations related to the training
Characteristics: information on wages, working conditions, major industry employers, program placement rates, employment service applicants and openings, etc.
Analysis: interpretation of supply/demand relationships

This information can help planners decide whether to offer a program in a particular institution or community. It can help them detect potential trouble spots in program performance or assess employment prospects for program participants.

State employment security agencies are the basic source of data on demand and on the unemployed. Institutional supply data come from the reporting systems of several agencies, such as vocational education, vocational rehabilitation, JTPA programs, Job Corps, military services, and public and private postsecondary schools. Usually, employment security staff do most, if not all, of the technical and analytical work involved in preparing supply/demand information. In some States, SOICC staff have this responsibility.

Automated Delivery

Many States deliver information for planners in supply/demand reports, issued on a regular schedule. However, an increasing number of States are moving to computerized delivery systems, as indicated in Exhibit D (next page). The first automated systems, developed between 1980 and 1982, used mainframe computers and OIS software prepared especially for the State. In 1982 and 1983, NOICC offered a program to help other States implement a comprehensive, computerized OIS by adopting an existing State model. Through a contract with the National Governors' Association (NGA), a total of eleven States received technical assistance in adopting other State systems. While some were notably successful, the effort was unexpectedly complex and costly for the States.

The difficulties of adapting a mainframe OIS for use elsewhere and the rapidly increasing capabilities of microcomputers prompted a new national effort in 1983. Working with NGA and eight State Committees, NOICC initiated development of a microcomputer OIS for planners. The initial version of the system, referred to as the Micro-OIS, was completed in February of 1984.

Patterned after the Missouri and Maine systems, the Micro-OIS incorporates the best features of several State systems. It can be adapted for use in any State, as an alternative or as a supplement to a mainframe system. It is cost-effective and relatively easy to update and manage. It offers the advantages of computerized delivery to local jurisdictions without the expense of long-distance telephone charges involved in on-line computer use. The system can be used to produce supply/demand publications for Statewide distribution or for selected areas. The interactive access routine enables planners to request specific data directly or through a structured search.

EXHIBIT D: OCCUPATIONAL SUPPLY/DEMAND DATA FOR PROGRAM PLANNING, BY STATE
(June 1986)

State	1 Most Recent Update	2 Delivery By	3 Sub-state S/D data	4 OES Projections Base Year	4 OES Projections Target Year	5 Higher Ed (4-Year) Programs Included
Alabama	6/85	p	yes	1984	1995	
Alaska	6/86	mc p	yes	1985	1990	yes
Arizona	5/86	mc p	yes	1986	1991	
Arkansas		mc*		1982	1995	
California		p*		1985	1990	
Colorado	Spring 1986	M* mc p	yes	1985	1990	yes
Connecticut	6/86	M* mc p	yes[1]	1984	1990	
Delaware	11/85	mc p		1984	1990	yes
D.C.				1980	1990	
Florida	6/86	M p	yes	1982	1995	
Georgia	9/84	mc* p		1984	1990	yes
Guam	5/82	p		1980	1985	yes
Hawaii	4/86	mc p	yes	1982	1990	
Idaho	11/85	mc		1982	1990	
Illinois	6/86	mc* p	yes	1982	1995	yes
Indiana		mc*		1980	1990	
Iowa	Spring 1986	mc p	yes	1984	1995	
Kansas	5/86	mc p		1982	1990	
Kentucky	6/86	mc p	yes	1982	1990	yes
Louisiana		mc*		1978	1985	
Maine	1985	M p	yes	1984	1995	
Maryland	1986	mc	yes	1982	1990	
Massachusetts			yes[1]	1984	1995	
Michigan	Winter 1985	M p	yes	1980	1990	
Minnesota	2/85	mc* p[1]		1980	1990	
Mississippi	6/86	M mc*	yes	1984	1996	
Missouri	Spring 1986	mc p	yes	1982	1990	yes
Montana	Summer 1986	mc p		1984	1990	yes
Nebraska	1984	mc p	yes	1983	1988	yes
Nevada	4/86	mc p	yes	1984	1990	yes
New Hampshire	12/85	mc	yes	1984	1995	yes
New Jersey	7/85	mc	yes	1984	1995	yes
New Mexico	Summer 1986	p[2]	yes	1981	1990	
New York				1980	1990	
North Carolina		mc*		1981	1990	
North Dakota	6/86	mc p		1982	1990	
Ohio	1/86	M* p	yes	1985	1995	
Oklahoma	1/84	mc* p	yes	1984	1990	
Oregon	12/85	mc p	yes	1983	1991	yes
Pennsylvania	Summer 1986	mc p	yes	1980	1990	yes
Puerto Rico	1986	p		1986	1990	yes
Rhode Island	6/86	mc p		1980	1990	
South Carolina	1983	p	yes	1980	1990	
South Dakota	11/85	p	yes[1]	1983	1995	yes
Tennessee	10/85	mc	yes	1984	1990	
Texas	Spring 1985	p		1982	1990	yes
Utah	Summer 1986	M mc* p	yes	1986	1991	yes
Vermont	6/86	mc* p		1980	1990	
Virginia	11/85	p	yes	1980	1990	yes
Washington	10/85	mc p	yes	1985	1990	yes
West Virginia	7/85	mc p		1981	1993	
Wisconsin		mc* p*	yes	1982	1995	
Wyoming	2/85	mc p	yes	1984	1990	yes

KEY

Column 2 (Delivery):

M = interactive mainframe computer system
mc = microcomputer delivery system
p = printed material
* = system being implemented, not yet operational

NOTES

American Samoa and the Virgin Islands have projects underway to develop projections of occupational demand.

[1] Demand only
[2] Employment service applicants and openings data only

In 1984 and 1985, NOICC issued two rounds of OIS technical assistance grants for States to adopt the Micro-OIS. A total of 26 States were awarded grants. Each matched its grant with State funds that amounted to at least 50 percent of the grant. Eleven other States have implemented the system on their own, or are in the process of doing so.

As further support for States, NOICC is establishing an active technical assistance program to enhance the Micro-OIS and to assist States in maintaining the system. The Committee has designated the National Crosswalk Service Center as the repository for various State versions of the Micro-OIS. The Center is responsible for analyzing each version and alerting the Network to unique features that may be of interest to other States. In addition, Center staff will work with NOICC and a State resource group to identify potential enhancements to the Micro-OIS. NOICC staff also provide on-site technical assistance related to State OIS efforts.

A Micro-OIS workshop, held in conjunction with the OIS Technical Conference in 1985, marked a major effort to assist States with system maintenance. Two sessions of the 12-hour workshop were held, for about 70 participants from 30 States. Topics included an introduction to the data base management systems used to develop the Micro-OIS, editing and updating the files, and developing or using utility programs to maintain the system. The workshop featured hands-on exercises using 18 microcomputers, with 5 trainers and 11 resource persons assisting participants.

Status of State Supply/Demand Data

All States produce labor market information, including projections of employment demand and employment service data on job applicants and openings. Many States also provide reports, specifically designed for use in program planning, which display institutional supply data with related occupational information. Exhibit D on page 16 shows the current status of the OIS in the States at this time. A few highlights are presented below.

NOICC's findings indicate that 37 States will have a microcomputer-based system; of these, 25 are operational. Five States have interactive mainframe computer systems, and 3 are implementing one. Thirty-eight States provide data in printed materials or reports; many use computers to produce part or all of the data. Some States that have published reports in the past are now converting to computerized delivery. Thirty-three States use more than one means of delivering information for program planning. Column 2 in Exhibit D lists delivery media currently employed or being implemented in each State.

NOICC has encouraged States to present supply/demand information for clusters of related vocational programs and occupations. Clusters that display both programs and occupations enable the user to refer to other labor market information, such as program placement rates or characteristics of occupations. These data are useful in analyzing and interpreting the supply/demand numbers. As of June 1986, 39 States were using clusters, as compared with 11 in 1983-84 and 26 in June 1985.

Data for program planning at the local level are available in 33 States (shown in column 3 of Exhibit D). The information provided may be for such substate areas as local planning districts, counties, or JTPA service delivery areas. Column 4 shows the base year for the most recent State occupational employment projections and the period for which they are applicable. These projections have been published, but they may not have been incorporated yet in the supply/demand report.

Many States recognize the importance of supply from institutions of higher education, as well as secondary and postsecondary programs. Others also consider demand for occupations that require relatively long preparation time. Twenty-two States have expanded their OIS to include data on supply from degree programs that require four or more years to complete, and demand data for related occupations. These States are noted in column 5.

Many systems now include analytical information to help planners interpret statistics presented on training supply and projected occupational demand. Data on wages and on employment service applicants and openings are the most common types of analytical information included.

Reaching Users

Both NOICC and State Committees have helped planners find out what information is available and how it can be used. NOICC has directed its efforts at State and Federal agency staff concerned with the preparation and use of data for program planning. It also helps SOICC's reach users through train-the-trainer activities and materials to support State training efforts.

In 1982 and 1983, NOICC's training activities focused primarily on program planning in vocational education, as mentioned earlier. As part of the OIS implementation project with NGA, NOICC also sponsored the preparation of a basic resource for State and local planners. "An Introduction to Using an Occupational Information System: Reference for Program Planning" won high marks from Federal and State leaders in vocational education and job training, labor market analysts, and SOICC's.

In 1984, NOICC and the Employment and Training Administration funded a joint project with NGA to develop training and materials for planners of JTPA programs. "Using Labor Market and Occupational Information in Human Resource Program Planning" was drafted and used in four regional workshops for SOICC's, State and local JTPA staff, and employment security agency research staff. Their suggestions were incorporated in the final document, which was distributed in July 1985. It includes a basic text on labor market concepts, data sources, and uses; a case study and exercises; a trainers' guide; and technical appendices.

In October 1985, a national conference was held in Miami, Florida, to help States develop their own training plans, using the new LMI training package. The Interstate Conference of Employment Security Agencies and the Bureau of Labor Statistics joined ETA, NGA, and NOICC as sponsors. Approximately 100 persons attended the session.

Later in PY 1985, NGA combined the first two volumes of the LMI training package and an annotated bibliography into a 300-page textbook for participants in State training sessions. It was published under the title, **Cracking the Labor Market for Human Resource Planning**, and is available from NGA.

Career Information Delivery 5

Individuals who are exploring career options, making plans for related education or training, changing careers, or seeking employment need reliable occupational and educational information. NOICC's mandates call on the Committee to address these needs. In responding, the NOICC/SOICC Network has helped provide career information to millions of individuals.

Statewide Systems

Whereas occupational information systems for program planners were virtuallv nonexistent when NOICC was established, a number of States and private vendors had already developed career information delivery systems (CIDS). To increase public access to current, reliable, and locally relevant information, NOICC promoted the development of statewide systems. The Committee provided technical support and encouraged States to use existing models.

Through a special grants program, begun by the Department of Labor and transferred to NOICC in 1979, 30 States received Federal incentive funds for system development, 21 of them from NOICC. Grantees matched their awards dollar for dollar, and at least 12 more States have launched systems with State and private support. Based on SOICC reports, NOICC estimates that these statewide CIDS served 5 to 7 million individuals at more than 13,000 sites in PY 1985.

Designed as a counseling aid, CIDS help individuals match personal characteristics, such as their interests, abilities, educational goals, and experience, with compatible job and career possibilities. As a rule, they provide national, State, and local information on civilian occupations, educational institutions, training programs, and apprenticeships. Many include information on sources of financial aid, major employers in the State, or job listings posted with the State employment security agency. A majority now include military occupational and training information.

Diversified Delivery

Increasingly, statewide systems are using more than one means of delivering career information to serve a broad spectrum of users economically and effectively. Most feature computer-based delivery, using microcomputers, time-share or mainframe computers, and various types of software. Microfiche, books, other printed materials, and needlesort are commonly employed either to support computerized delivery or as an alternative to it.

The information is made available at institutional sites, about 70 percent of them in secondary schools. Others are located in community colleges, vocational-technical schools and other educational institutions, employment service offices, vocational rehabilitation agencies, libraries, correctional facilities, community-based organizations, and private industry.

According to SOICC reports in June 1986, 42 States have a statewide computer-based CIDS. Those States are listed in Exhibit E on page 20, with their total number of institutional sites. Exhibit E also identifies the media used to deliver narrative information on occupations and related training (data base) and the delivery media used in the CIDS' "search" (a series of questions that allow users to identify their

EXHIBIT E: STATEWIDE, COMPUTER-BASED CAREER INFORMATION DELIVERY SYSTEMS
(as reported by SOICC's in June 1986)

STATE	MEDIA USED TO DELIVER INFORMATION: SEARCH				DATA BASE				NO. OF SITES
Alabama	M		ns		M			p	433
Alaska	M	mc	ns		M			p	131
American Samoa			ns					p	8
Arizona	M	mc			M	mc	f		191
Arkansas		mc		p			f		724
Colorado	M	mc		p	M			p	180
Connecticut	M				M				170
Delaware	M				M				182
D.C.	M		ns		M			p	23
Florida	M	mc		p	M	mc	f		224
Georgia	M	mc	ns		M			p	185
Hawaii	M		ns		M			p	107
Idaho	M	mc	ns		M	mc		p	105
Illinois	M	mc	ns	p	M	mc		p	345
Indiana	M	mc			M	mc			410
Iowa	M	mc	ns		M	mc	f	p	686
Kansas		mc				mc			278
Louisiana	M	mc			M	mc			165
Maine	M	mc		p	M	mc			164
Maryland	M	mc		p	M	mc	f		398
Michigan	M	mc		p	M	mc	f	p	2375
Minnesota		mc				mc		p	234
Montana	M	mc	ns	p	M			p	76
Nebraska		mc	ns	p		mc		p	248
New Jersey	M				M				133
New Mexico	M	mc			M	mc			44
North Carolina		mc						p	299
North Dakota		mc				mc			101
Ohio	M	mc			M	mc			615
Oklahoma		mc	ns	p			f	p	907
Oregon	M	mc	ns		M	mc		p	327
Puerto Rico		mc				mc			55
Rhode Island		mc				mc			22
South Carolina	M			p	M		f		300
South Dakota		mc				mc		p	119
Tennessee		mc		p		mc	f	p	375
Utah	M	mc		p	M	mc		p	89
Vermont	M				M				52
Virginia		mc		p			f		1069
Washington	M	mc	ns	p	M	mc	f	p	281
Wisconsin	M	mc		p	M	mc		p	599
Wyoming	M	mc		p	M			p	105

KEY & NUMBER OF STATES

SEARCH DELIVERY MEDIA

M = mainframe computer	(29)
mc = microcomputer	(33)
ns = needlesort	(14)
p = paper	(17)

DATA BASE DELIVERY MEDIA

M = mainframe computer	(29)
mc = microcomputer	(24)
f = microfiche	(11)
p = paper	(23)

NOTES:

Career information is available in virtually all States through a variety of public and commercial resources, including computer-based systems. Only the 42 States that have SOICC-recognized, computer-based CIDS are listed in the table. Of the 14 States not listed:

1) Five will start systems in 1986, with the assistance of a NOICC CIDS grant: Kentucky, Mississippi, Nevada, Pennsylvania, and West Virginia.

2) In California, Missouri, and New York, several large computerized systems, both public and commercial, are in operation, but the SOICC has not designated any as the statewide CIDS.

3) Six States did not have a computer-based, statewide system in operation as of June 1986: Guam, Massachusetts, New Hampshire, Northern Mariana Islands, Texas, and Virgin Islands.

personal preferences and the occupations that match them). The table does not include other public or commercial career information resources, including computerized systems, which are available in virtually every State.

In May 1986, NOICC announced plans for a third round of CIDS incentive grants. The funds will enable five States to develop and implement statewide systems during PY 1986. NOICC also revised its national guidelines for developing State policies on career information delivery. A draft was circulated for nationwide review early in PY 1985 and revised. The final guidelines were distributed in April 1986.

Multiple Resources

To increase public access to career information, several States sponsor toll-free telephone hotlines, resource centers, or job and career fairs. Nearly all use publications — developed by various State agencies, other organizations, or the SOICC — to provide information on a statewide basis. Exhibit F (page 24) lists some common State career information resources noted in SOICC reports in June 1986.

Among the most popular publications are job and career information newspapers. Printed in economical tabloid format, they are sometimes circulated as a supplement to regular newspapers reaching large urban and rural areas. They may also be distributed through State library systems, education agencies, or job training networks. In the past year, at least 20 States have published a career tabloid, through the SOICC or other agencies in the State. Others have done so in previous years.

Directories of occupations that require a license, registration, or certification are another common career information resource, available in at least 25 States. At least 15 States have current directories with information on public or private schools, vocational programs, or sources of training. Twelve States have current publications on apprenticeships. Seven have job hunters' guides to assist persons seeking employment. Others provide State occupational outlook handbooks, career information almanacs, occupational briefs, or other types of resources.

Expanding the Information Base

Two career counseling resources, produced by the Department of Defense in cooperation with NOICC, have improved the availability of information on military career and training opportunities. One is "Military Occupational and Training Data (MOTD)," designed for use by developers of career information resources. MOTD contains both narrative and coded data on military occupational and training specialties. It is written at approximately an eighth grade reading level. Occupational titles are based upon the Standard Occupational Classification 3- or 4-digit unit groups, and joint-service, composite information is provided for 134 enlisted and 76 officer occupational areas. MOTD is available from the Department of Defense Manpower Data Center in both tape and print formats.

With funding from the Department of Defense, NOICC awarded grants in 1984 and 1985 for integrating MOTD into computerized career information systems in 32 States. These States' integration efforts were evaluated by an independent third party in a research project monitored by the Oregon SOICC. Information obtained from the evaluation is reflected in the updated MOTD, released in June 1986.

A second career counseling resource developed in 1984 is the **Military Career Guide: Employment and Training Opportunities in the Military.** This document is a compendium of information on enlisted occupations and training, designed for students to use in exploring military careers. The Guide was distributed in May 1985 to more than 19,500 secondary and postsecondary schools and to recruiting stations nationwide. It was developed with the assistance of three major work groups, including a civilian task group organized by NOICC. In response to requests from counselors and educators, information currently is being developed on officer occupations and will be included in the next printing of this resource.

Both MOTD and the **Military Career Guide** were produced from the Military-Civilian Occupational Crosscode Data Base, developed by the Department of Defense and NOICC. In 1985-86, NOICC and DoD also used the crosscode data base to produce "career path information." A draft publication was prepared and field tested; its purpose is to provide school counselors and young people with more detailed information about career progression or advancement possibilities of enlisted service members within sample occupational areas. A grant was awarded to the Texas SOICC, which is working with the Texas Employment Commission and a private firm on this study.

Audiovisual Enhancements

In 1984, Colorado, North and South Carolina SOICC's, and NOICC worked together to enhance the delivery of career information with an economical audiovisual system, using microcomputer and videotape technology. The system has a search routine that allows users to identify occupations that match their interests and aptitudes. Information about occupations is presented in narrative form on the computer display terminal, printed out in hard copy, and illustrated in a 30-second videotape presentation. The videotape includes information on 200 occupations. The system can be modified to include State-specific information, interest/aptitude inventories, and career search question/answer routines. A version is being developed for IBM PC and compatible microcomputers, along with a videodisc version of the video program.

National CIDS Conferences

NOICC has fostered the development of State CIDS by providing opportunities for the exchange of expertise, information, and ideas among system developers and users. Five major technical workshops and three national conferences (one in 1985) have been held in cooperation with other sponsors. They are listed in Appendix C.

The 1984 session was the first national invitational conference on career counseling and guidance. It was an initial step in bringing together national representatives of the professional communities concerned with career information development, delivery, or use. A year later, more than 200 individuals from 48 States and territories attended the Second Annual Career Information Conference. Hosted by the Georgia SOICC, it was held in Atlanta, Georgia, prior to the annual convention of the American Vocational Association. Twelve professional guidance and counseling associations and other organizations joined NOICC as sponsors of the conference.

In PY 1986, NOICC will continue to work with leaders in career guidance and counseling on a new project, sponsored with the U.S. Department of Education. The project, scheduled to begin in the fall of 1986, will develop guidelines to help States

and schools set standards for comprehensive career guidance programs, as mandated by the Perkins Vocational Education Act. The guidelines are expected to be available for implementation in the 1987-88 school year.

Training for Counselors

One of the NOICC/SOICC Network's major efforts is a training program to help counselors understand and use labor market information in career guidance. More than 12,000 counselors in 51 States and territories have received inservice training through the "Improve Career Decision Making (ICDM) Program." The program was initiated in 1980 by the Employment and Training Administration (ETA) and was sponsored jointly by ETA, NOICC, and, more recently, the Department of Defense.

In 1985, 29 States received grants to conduct ICDM inservice training; one State offered the training without a Federal grant. The ICDM curriculum was revised, and two national train-the-trainer sessions were held for State ICDM teams. For the first time, NOICC arranged for participants in ICDM training to receive continuing education units toward certification from the National Board for Certified Counselors.

The success of the inservice training led to a second IC M effort. A preservice project, funded by the Department of Defense, has produced curriculum materials for educators to use in college and university counseling courses. The materials were completed in 1985, after a lengthy developmental process. Drafts were first reviewed by a panel of educators, counselors, and labor market information specialists. A revised version was pilot tested in selected university counselor education programs during the 1984 fall semester. An evaluation report on the pilot test was prepared, and its recommendations incorporated in the final draft. The textbook, entitled **Using Labor Market Information in Career Exploration and Decision Making: A Resource Guide**, is slated for publication in July 1986.

NOICC is working on plans to conduct a series of professional development seminars to promote awareness and use of the new text by counselor educators in their courses for counselors-in-training. The seminars, to be held in PY 1986, will be offered through the auspices of the American Association for Counseling and Development.

Another ICDM project, sponsored jointly by NOICC and the Rehabilitation Services Administration, produced an ICDM curriculum designed for rehabilitation counselors. The project was conducted by the University of Northern Colorado. It produced the "ICDM Program Training Manual," which was introduced to trainers from the Regional Rehabilitation Continuing Education Programs in the spring of 1984, to be used in courses at their institutions.

In 1982, NOICC and the Departments of Education and Labor initiated a project responding to the Career Education Incentive Act. The project, under a grant to the New York SOICC, developed a training guide to help teachers incorporate concepts and information from the **Occupational Outlook Handbook** into the basic curriculum. The guide can be used with teachers of kindergarten through grade 12. After undergoing extensive field tests and major revisions, the guide was published in 1985. Its title is **Career Information in the Classroom: Workshop Guide for Infusing the Occupational Outlook Handbook.**

Exhibit F
Common Types of State Career Information Resources
(Source: SOICC reports of June 30, 1986)

The resources listed below were produced by a variety of State agencies, other organizations, or SOICC's. They represent only a few of the many types of career information resources available in the States. More specific information on resources produced in a particular State is available from the SOICC. Types of information contained in the publications listed below may also be provided by statewide computer-based career information delivery systems.

DIRECTORIES

Apprenticeship information, published in at least 12 States:
Florida, Illinois, Montana, New Jersey, New York, North Dakota, Pennsylvania, Puerto Rico, Texas, Utah, Vermont, and Virginia.

Licensed or registered occupations, published in at least 25 States:
Alabama, Alaska, Arkansas, Delaware, District of Columbia, Florida, Georgia, Illinois, Kentucky, Louisiana, Massachusetts, Michigan, Nevada, New Hampshire, New Jersey, North Carolina, Oklahoma, Pennsylvania, Puerto Rico, Rhode Island, Texas, Utah, Vermont, Virginia, and West Virginia.

Public/private schools and/or training programs, produced in at least 15 States:
Connecticut, District of Columbia, Florida, Illinois, Kentucky, Maryland, Michigan, Nebraska, Nevada, New York, North Dakota, Oregon, Puerto Rico, Texas, and Utah.

Sources of occupational information, produced by many States, including:
Connecticut, Florida, Georgia, Hawaii, Illinois, Iowa, Louisiana, Maryland, Nebraska, Nevada, New Jersey, New York, North Dakota, Oklahoma, Oregon, Puerto Rico, Texas, Utah, and Vermont.

GENERAL RESOURCES

Job/career information tabloids, published in at least 20 States:
Alabama, Delaware, Florida, Georgia, Hawaii, Iowa, Maine, Michigan, Minnesota, Nebraska, Nevada, North Carolina, North Dakota, Oklahoma, Oregon, Pennsylvania, South Carolina, Texas, Utah, and West Virginia.

Job seekers' guides, produced by at least 7 States:
Arkansas, Florida, New Mexico, New York, South Carolina, Texas, and Utah.

Toll-free telephone hotlines supply career information in at least 7 States:
Florida, Georgia, Kentucky, New Jersey, Rhode Island, Texas, and Utah.

Financial Report

Federal funds for the NOICC/SOICC program, as specified in the legislation, are provided by the Departments of Education and Labor. In PY 1985 (July 1, 1985 - June 30, 1986), the Department of Labor contributed $3,000,000 and the Department of Education contributed $2,243,000 in basic support for NOICC. The Department of Defense provided $1,265,000 for joint NOICC/Defense activities in PY 1985. Late in PY 1985, the Department of Education provided $1.257 million in supplemental funding. Federal allocations since FY 1981 are presented in Exhibit G (below).

Exhibit G: Sources of Funding for NOICC
(Dollars in Thousands by Year)

	1981	1982	1983	FY[1] 1984	PY[1] 1984	1985
Labor Department	5000	3000	3000	2250	3000	3000
Special Projects						
Employment and Training[2]	95	70	169	477	30	
Employment Standards[3]					138	157
Education Department	3000	2243	2153	2243	2243	2243
Special Projects[4]	100		5			1257
Department of Defense[5]		1057	290	1600	1250	1265
TOTAL	8195	6370	5617	6570	6661	7922

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1 Before 1984, funding shown is for fiscal years (October 1 - September 30). In 1984, NOICC moved to a program year (July 1 - June 30). Funding shown for FY 1984 was for the transition, October 1, 1983 - June 30, 1984. Subsequent reports are for program years, beginning with PY 1984 (July 1, 1984 - June 30, 1985.)

2 The Employment and Training Administration transferred $811,000 to NOICC from FY 1981 - 1984 for the Improve Career Decision Making (ICDM) Project. In PY 1984, they transferred $30,000 for training in the use of labor market and occupational information in program planning.

3 The Employment Standards Administration funded development of wage data to meet Davis-Bacon requirements and for possible use by States in an OIS.

4 The Department of Education provided $1.257 million in supplemental funding late in PY 1985. Funds are being used in the first quarter of PY 1986. In FY 1981, the Division of Career Education transferred $100,000 to NOICC for a joint project. In FY 1983, the Rehabilitation Services Administration transferred $5,000 to NOICC for a special ICDM project.

5 From FY 1982 through PY 1985, the Department of Defense transferred $5.462 million for joint NOICC/DoD projects. They included the integration of military occupational and training data into career information delivery systems, ICDM inservice and preservice projects, and other special activities.

Grants for States

NOICC has made State Committee efforts a priority, allocating almost 85 percent of its funds to the SOICC's. Since FY 1978, NOICC has allocated about $55 million of its $65 million in funding to State Committees. Faced with a 35 percent reduction in basic funding since 1981, the Committee has cut national program initiatives, research, and operations severely to maintain its basic assistance grants to States.

Less than 7 percent of NOICC's total expenditures have been for management and administration of the National office.

NOICC awards grants on the basis of program priorities as well as need and availability of funds. It supports State activities through two major grant programs:

1. **SOICC Basic Assistance Grants** support SOICC's, SOICC staff leadership, OIS implementation and training, and other activities covered by the Job Training Partnership Act of 1982 and the Carl D. Perkins Vocational Education Act of 1984.

2. **Special Purpose Grants** support specific projects that address NOICC's national priorities. They are used primarily for: 1) developmental research; 2) technical assistance needed to implement occupational or career information delivery systems; and 3) special training efforts such as the Improve Career Decision Making Program. The majority of these grants have been awarded to State Committees on a competitive basis. NOICC also sponsors some Federal projects of this nature, usually by transferring funds to member agencies.

NOICC expenditures for each of the years from Fiscal Year 1981 through Program Year 1985 are listed in Exhibit H on page 27. NOICC funding of State activities in PY 1985 is shown in Exhibit J on page 28.

Exhibit H: NOICC Expenditures
(Dollars in Thousands by Year)

Expenditure for:	FY 1981	FY 1982	FY 1983	FY[1] 1984	PY[1] 1984	PY 1985
STATE FUNDING						
Basic Assistance to SOICC's	6483	4845	4400	3187	4234	4182
Attention to LMI Needs of Youth Career Information Delivery Systems	2612	788	457	1377	779	143
Other Efforts (e.g., ICDM)	159	381	174	371	15	196
Occupational Information System/ Coordination & Communication	391	344	482	405	545	121
Special Network Support[2]						1066
Total State Funding	9645	6358	5513	5340	5573	5708
Percentage of Total Expenditures	87.3%	87.9%	80.8%	86.1%	83.7%	89.2%
FEDERAL ACTIVITIES						
Federal Technical Assistance and Other Contracts	872	325	623	220	467	10
Salaries and Expenses	527	551	687	645	620	680
Total for Federal Activities	1399	876	1310	865	1087	690
Percentage of Total Expenditures	12.7%	12.1%	19.2%	13.9%	16.3%	10.8%
TOTAL NOICC EXPENDITURES[3]	11044	7234	6823	6205	6660	6398

1 Fiscal Year 1984 was a transition period (October 1, 1983 - June 30, 1984) in which NOICC moved to a program year base. PY 1984 began July 1, 1984, and ended June 30, 1985. PY 1985 began July 1, 1985, and ended June 30, 1986. Before 1984, funding shown is for the fiscal year (October 1 - September 30).

2 Special projects funded through SOICC's that support both CIDS and OIS activities and efforts funded by member agencies through NOICC that impact on the entire Network (e.g., National Crosswalk Service Center)

3 Obligations in any one year may exceed the funding provided by the Departments of Labor and Education because of carry-over from previous fiscal years.

EXHIBIT J: NOICC GRANTS FOR STATE ACTIVITIES, PROGRAM YEAR 1985

State	Basic Assistance Grant Amount	Special Purpose Project Grants	Career Information (ICDM/CIDS Grants)	Total Amount
Alabama	$ 75,864	$ --	$ --	$ 75,864
Alaska	68,117	20,000	--	88,117
American Samoa	67,579	--	--	67,579
Arizona	72,672	--	--	72,672
Arkansas	72,172	--	--	72,172
California	103,716	--	7,500	111,216
Colorado	72,524	15,791	30,000	118,315
Connecticut	71,935	17,971	--	89,906
Delaware	68,555	17,282	--	85,837
D.C.	68,408	--	6,000	74,408
Florida	84,322	24,219	53,500	162,041
Georgia	79,096	18,525	--	97,621
Guam	67,744	--	--	67,744
Hawaii	69,144	--	11,000	80,144
Idaho	69,359	--	7,500	76,859
Illinois	85,332	6,403	--	91,735
Indiana	77,848	19,611	5,300	102,759
Iowa	72,572	487,223	6,000	565,795
Kansas	71,432	12,500	--	83,932
Kentucky	75,295	--	--	75,295
Louisiana	76,324	20,000	--	96,324
Maine	69,872	10,000	6,000	85,872
Maryland	74,589	--	--	74,589
Massachusetts	77,408	--	--	77,408
Michigan	83,428	--	--	83,428
Minnesota	74,716	16,330	5,976	97,022
Mississippi	73,035	33,454	6,000	112,489
Missouri	76,724	18,000	6,000	100,724
Montana	69,032	14,000	6,000	89,032
Nebraska	70,289	14,336	--	84,625
Nevada	68,784	22,689	5,974	97,447
New Hampshire	69,239	20,000	--	89,239
New Jersey	78,420	--	6,000	84,420
New Mexico	70,376	--	6,000	76,376
New York	95,531	--	--	95,531
North Carolina	80,164	--	--	80,164
North Dakota	68,768	--	7,500	76,268
No. Mariana Islands	59,448	--	--	59,448
Ohio	86,547	--	6,000	92,547
Oklahoma	73,040	15,500	42,474	131,014
Oregon	71,980	13,575	5,773	91,328
Pennsylvania	88,144	--	6,000	94,144
Puerto Rico	74,656	--	--	74,656
Rhode Island	69,260	--	6,000	75,260
South Carolina	74,600	1,090	7,500	83,190
South Dakota	68,912	--	--	68,912
Tennessee	77,143	147,147	75,318	299,608
Texas	93,520	63,784	--	157,304
Utah	70,675	--	5,840	76,515
Vermont	68,608	--	--	68,608
Virginia	77,556	--	60,052	137,608
Virgin Islands	67,708	--	--	67,708
Washington	74,156	13,682	51,010	138,848
West Virginia	71,376	--	--	71,376
Wisconsin	76,272	--	6,000	82,272
Wyoming	68,240	--	7,000	75,240

Supplemental Support

Late in PY 1985, the Department of Education provided $1.257 million in supplemental funding, which is being used for activities in PY 1986. NOICC allocated $1 million directly to SOICC's through the Basic Assistance Grant program, with the stipulation that the funds be used for activities that have long-term value to SOICC's and member agencies. The remainder of the supplemental funds allowed NOICC to provide incentive funds for implementing five new statewide career information delivery systems in PY 1986.

Most of the projects SOICC's plan to support with the supplemental funds are critical to the development and delivery of occupational and career information, as well as to SOICC's. They would not be possible without the supplement. Among other activities proposed, a number of SOICC's plan to produce and update State and area occupational employment projections. Others will add wage data to their OIS. Several will use the funds for updating their occupational information systems, adding new data files, or implementing the Micro-OIS. Other projects include the production of career information tabloids, updating and enhancing statewide CIDS, or offering Improve Career Decision Making inservice training for counselors.

Exhibit K (below) summarizes how States intend to use the supplemental money. It is based on an analysis of PY 1986 annual plans from 51 SOICC's. The first column lists the number of projects funded and the second column lists the percent distribution of the funds by each of the six project categories in State plans.

Exhibit K: SOICC Projects Supported by Supplemental Funding (Total: $1 million)

Project Category	# of Projects	% of Funding
Information Development	34	32
Delivery of Information to Planners	26	29
Career Information Delivery (other than CIDS grants)	16	13
Communication/Coordination/Training	26	17
Research and Development	4	6
Administration	9	3
Total	115	100

Next Steps

7

This report highlights some accomplishments of the NOICC/SOICC Network in its first decade. They were achieved by member agencies working together at the State and Federal level to promote the development, delivery, and use of occupational information. As a result of their efforts, significant progress has been made. Yet much work remains in fulfilling NOICC's mission. In brief:

An effective and extensive State/Federal interagency network has been established. Its strength is reflected in a growing community of individuals who are dedicated to providing high quality, timely, and accurate data to serve public purposes and needs. These individuals and the agencies they represent are an important source of ideas, experience, and leadership for future NOICC programs and policies. In PY 1986, NOICC plans to involve members of the Network in State and Federal resource groups that will assess the status of the Network. Among other issues, they will consider what has been accomplished, what remains to be done, and what can and should be done, in the light of limited resources.

From the beginning, NOICC and the SOICC's have encouraged broad participation in their activities. The involvement of many institutions and individuals has benefited both users and producers of occupational information. New statutory members have been added to the National and State Committees, affording an opportunity to involve more agencies and individuals as participants in the program. In PY 1986, NOICC plans to work with these agencies to learn more about their needs for occupational information and to explore how existing systems and resources can be enhanced or adapted to serve them.

Most States are addressing needs for occupational information in planning vocational education and job training programs. A majority of States are developing or operating computer-based occupational information systems, many using NOICC's Micro-OIS as a model. As part of its broad review of progress and priorities in PY 1986, NOICC plans to examine these systems, with an emphasis on the Micro-OIS. The purpose will be to identify new directions and initiatives that will make the systems more useful to planners and administrators of vocational education and employment-related training programs, as well as other potential users.

In PY 1986, NOICC and the National Crosswalk Service Center will work on the addition of two new modules to the Micro-OIS. One enhancement is an institutional training module that would allow planners to identify State and local institutions that could offer training in particular occupations. The other is an industry/employer module that would allow planners to identify potential sources of employment for program completers.

Most States have developed statewide computer-based career information delivery systems and other resources to aid in career counseling and vocational guidance, career exploration, and job search. Some States want to implement computer-based delivery systems, but have lacked the resources to do so. In PY 1986, NOICC will provide incentive funds for the development of career information delivery systems in five of these States. NOICC and the Department of Education also will collaborate on a project to develop State guidelines for comprehensive career guidance programs. The guidelines are intended to assist States in responding to requirements in the Carl Perkins Vocational Education Act of 1984.

State occupational and career information delivery systems are becoming more comprehensive and sophisticated, and their use is expanding to more diverse groups of users. The information they contain has many potential applications, if users know it is available and understand how to use it. A continuing effort is needed to make potential users aware of these systems and to help them understand the information and its applications. Among other activities to promote awareness and use of occupational information, NOICC is planning a series of seminars to acquaint counselor educators with the textbook developed in the Improve Career Decision Making Preservice Program, described in Part 5.

Occupational and career information delivery systems and the data base that supports them must be maintained if they are to be useful. In PY 1986, NOICC will continue to collaborate with other organizations on projects to improve the quality of occupational information available at the local, State, and national levels and to maintain delivery systems developed in recent years. Projects like the development of a microcomputer OES matrix system and the handbook for developing industry and occupational projections are among the initiatives planned for PY 1986. The National Crosswalk Service Center will continue to maintain and update the crosswalk and provide essential services, products, and technical assistance for the Network, under a grant from NOICC.

In less than a decade, the NOICC/SOICC Network has become an effective instrument for bringing data users and producers together on a common ground. It has enabled them to work together on developing information systems that can respond to changing needs among users and producers of occupational information. In a period of diminishing resources, continued cooperation and commitment among data producers and users will be essential in maintaining these systems and meeting the need for timely and accurate information about the world of work.

APPENDIX A: STATE OCCUPATIONAL INFORMATION COORDINATING COMMITTEES

ALABAMA SOICC	Bell Building, Suite 400 207 Montgomery St, Montgomery, AL 36130	(205)261-2990
ALASKA SOICC	Alaska Dept of Labor, Research & Analysis Section, PO Box 25501, Juneau, AK 99802	(907)465-4518
AMERICAN SAMOA SOICC	Office of Manpower Resources, American Samoa Government, Pago Pago, American Samoa 96799	(684)633-2153
ARIZONA SOICC	PO Box 6123, Site Code 897J, Phoenix, AZ 85005	(602)255-3680
ARKANSAS SOICC	Research & Analysis Section, Arkansas Employment Security Division, PO Box 2981, Little Rock, AR 72203	(501)371-1541
CALIFORNIA SOICC	State Job Training Council, 800 Capitol Mall MIC-67, Sacramento, CA 95814	(916)323-6544
COLORADO SOICC	218 Centennial Bldg, 1313 Sherman St Denver, CO 80203	(303)866-4488
CONNECTICUT SOICC	c/o Voc Rehab District Office, 2nd Floor 56 Arbor St, Hartford, CT 06106	(203)566-2502
DELAWARE SOICC	Delaware Dept of Labor, University Office Plaza PO Box 9029, Newark, DE 19714-9029	(302)368-6963
DISTRICT of COLUMBIA SOICC	Department of Employment Services 500 C Street NW, Room 207, Washington, DC 20001	(202)639-1082
FLORIDA SOICC	Job Training Coordinating Council, 204 Atkins Bldg 1320 Executive Center Drive, Tallahassee, FL 32301	(904)487-2730
GEORGIA SOICC	142 Marietta St, NW, Atlanta, GA 30301	(404)656-3177
GUAM SOICC	Human Resource Development Agency, Jay Ease Bldg 3rd Floor, PO Box 2817, Agana, Guam	(671)646-9341
HAWAII SOICC	830 Punchbowl St, Room 315, Honolulu, HI 96813	(808)548-3496
IDAHO SOICC	Len B. Jordan Bldg, Room 301 650 West State St, Boise, ID 83720	(208)334-3705
ILLINOIS SOICC	217 East Monroe, Suite 203, Springfield, IL 62706	(217)785-0789
INDIANA SOICC	Indiana Employment Security Bldg, Room 313 10 North Senate Ave, Indianapolis, IN 46204	(317)232-0173
IOWA SOICC	200 East Grand, Des Moines, IA 50309	(515)281-8076
KANSAS SOICC	401 Topeka Avenue, Topeka, KA 66603	(913)296-1865
KENTUCKY SOICC	275 E. Main St, 2-East, Frankfort, KY 40621	(502)564-4258
LOUISIANA SOICC	PO Box 94094, Baton Rouge, LA 70804-9094	(504)342-5149
MAINE SOICC	State House Station 71, Augusta, ME 04333	(207)289-2331
MARYLAND SOICC	Governor's Employment & Training Council, Room 1514 301 West Preston St, Baltimore, MD 21201	(301)225-1050
MASSACHUSETTS SOICC	Massachusetts Division of Employment Security C.F. Hurley Bldg, 2nd Floor Government Center, Boston, MA 02114	(617)727-6718
MICHIGAN SOICC	309 N. Washington, PO Box 30015 Lansing, MI 48909	(517)373-0363
MINNESOTA SOICC	Minnesota Dept of Employment Security, 690 American Center Bldg 150 East Kellogg Blvd, St. Paul, MN 55101	(612)296-2072
MISSISSIPPI SOICC	1101 Sillers Bldg, PO Box 771, Jackson, MS 39205	(601)359-3412

MISSOURI SOICC	421 East Dunklin St, Jefferson City, MO 65101	(314)751-3800
MONTANA SOICC	PO Box 1728, Helena, MT 59624	(406)444-2741
NEBRASKA SOICC	PO Box 94600, State House Station Lincoln, NE 68509-0560	(402)475-8451 Ext 245
NEVADA SOICC	601 Kinkead Bldg, 505 East King St Carson City, NV 89710	(702)885-4577
NEW HAMPSHIRE SOICC	64B Old Suncook Rd, Concord, NH 03301	(603)228-9500
NEW JERSEY SOICC	Labor & Industry Bldg, Room 1008, CN 056 Trenton, NJ 08625-0056	(609)292-2682
NEW MEXICO SOICC	Tiwa Bldg, 401 Broadway, NE, Albuquerque, NM 87103	(505)841-8408
NEW YORK SOICC	New York Dept of Labor, Research & Statistics Division State Campus, Bldg 12, Room 418, Albany, NY 12240	(518)475-2930
NORTH CAROLINA SOICC	1311 St. Mary's Street, Suite 250 PO Box 27625, Raleigh, NC 27611	(919)733-6700
NORTH DAKOTA SOICC	1000 East Divide, PO Box 1537, Bismarck, ND 58502	(701)224-2733
NORTHERN MARIANA ISLANDS SOICC	PO Box 149, Saipan, CM 96950	(671) 7394
OHIO SOICC	Labor Market Information Division, Ohio Bureau of Employment Services, 1160 Dublin Rd, Bldg A Columbus, OH 43215	(614)466-8806 Ext 338
OKLAHOMA SOICC	Oklahoma Employment Security Commission 200 Will Rogers Memorial Office Bldg 2401 North Lincoln Blvd, Oklahoma City, OK 73105	(405)557-7124
OREGON SOICC	875 Union Street, NE, Salem, OR 97311	(503)378-8146
PENNSYLVANIA SOICC	Governor's Office of Policy Development 506 Finance Bldg, PO Box 1323, Harrisburg, PA 17105	(717)783-8384
PUERTO RICO SOICC	Alhambra St, #3, Hato Rey, PR 00919	(809)753-7110
RHODE ISLAND SOICC	22 Hayes St, Room 133, Providence, RI 02908	(401)272-0830
SOUTH CAROLINA SOICC	1550 Gadsden Street, PO Box 995, Columbia, SC 29202	(803)737-2733
SOUTH DAKOTA SOICC	South Dakota Dept of Labor, 607 North 4th St Box 1730, Aberdeen, SD 57401	(605)622-2314
TENNESSEE SOICC	512 Cordell Hull Bldg, Nashville, TN 37219	(615)741-6451
TEXAS SOICC	TEC Bldg, 15th & Congress, Room 526T Austin, TX 78778	(512)463-2399
UTAH SOICC	140 Social Hall Ave, Salt Lake City, UT 84111-1581	(801)533-2028
VERMONT SOICC	Green Mountain Drive, PO Box 488 Montpelier, VT 05602-0488	(802)229-0311
VIRGINIA SOICC	Virginia Employment Commission, 703 East Main St PO Box 1358, Richmond, VA 23211	(804)786-7496
VIRGIN ISLANDS SOICC	PO Box 5648, St. Thomas, U.S. Virgin Islands 00801	(809)776-3700 Ext 181
WASHINGTON SOICC	212 Maple Park, MS KG - 11, Olympia, WA 98504-5311	(206)438-4803
WEST VIRGINIA SOICC	1600 1/2 Washington St, East, Charleston, WV 25311	(304)348-0061
WISCONSIN SOICC	Governor's Employment & Training Policy Division PO Box 7972, Madison, WI 53707	(608)266-6722
WYOMING SOICC	Occupational Information Program Herschler Bldg, 2nd Floor East, Cheyenne, WY 82002	(307)777-5837
NATIONAL CROSSWALK SERVICE CENTER	200 East Grand, Des Moines, IA 50309	(515)281-6356

APPENDIX B

Publications Produced by NOICC

A Guide to Using the National Units of Analysis (Draft, August 1984)
A Review of State Level Labor Supply/Demand Analysis for Program Planning and Career Decision-Making: Technical Issues in Relating and Presenting Supply/Demand Data (1982)
Classification Structures for Career Information (revised in 1984 and reissued as SOC Career Profiles, available from the National Crosswalk Service Center)
Feasibility Study for a Project on Improvement of Occupational Information (1979)
Framework for Developing an Occupational Information System (1979)
Guide to Forming Units of Analysis (1982) *
Information Preparation Guide for the Maine OIS (1982)
Long-Range Plan for OIS Development and Implementation *
Major NOICC/SOICC Accomplishments (Congressional Testimony, August 1982) *

NOICC Administrative Reports Series:

1. Analysis of the SOICC's Annual Basic Assistance Grant Modifications and Program Plans, February 1980 *
2. Annual Summary of State Occupational Information Coordinating Committee Activities in Fiscal Year 1979, April 1980 *
3. Status of Occupational Supply and Demand Information, May 1980 *
4. A Review of Employer Forecasting Methods and Data by Odessa Dubinsky
5. The Status of the NOICC/SOICC Network, September 30, 1980 *
6. The Status of the NOICC/SOICC Network, September 30, 1981 *
7. The Status of the NOICC/SOICC Network, September 30, 1982 *
8. An Introduction to Using an Occupational Information System (May 1983)
9. The Status of the NOICC/SOICC Network, September 30, 1983 *
10. Status of Statewide Career Information Delivery Systems, September 1984
11. Status of the NOICC/SOICC Network, June 30, 1985 *
12. Status of the NOICC/SOICC Network, June 30, 1986

NOICC Newsletter *
NOICC-Related Activities: A Review of Federal Programs (1979)
Occupational Information System Handbook (1981)
Volume 1: Occupational Information Development **
Volume 2: Occupational Information Analysis, Presentation and Delivery **
Volume 3: Technical Addendum (never published)
OIS Handbook: Executive Summary *
OIS Handbook Training Package (1981)
SOICC Director's Guide (revised 1985)
Status of Statewide Career Information Delivery Systems, August 1982 *
Vocational Preparation and Occupations, 1980 Edition *
Vocational Preparation and Occupations, Third Edition (1982) **
VPO Training Package (1983)

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* No longer available
** Currently on sale at the U.S. Government Printing Office

Resources Sponsored by NOICC

A Directory of Counselor Education Courses Covering Career, Occupational and Labor Market Information Concepts (1984)
Alternative Methods for Collecting Follow-Up Information About Secondary Vocational Education Students (1982) *
Analysis of State Experiences in Financing Statewide CIDS (1982) *
BLS-Alternative Estimating Methods for Sub-State Area Occupational Employment (1981) *
Cracking the Labor Market for Human Resource Planning (1986)
Career Information Delivery for Handicapped Individuals (1981)
Career Information in the Classroom: Workshop Guide for Infusing the Occupational Outlook Handbook (1985)
Continued Federal Role in Financing and Supporting Statewide CIDS (1981) *
Data Needs and Uses in the Context of an OIS: Review of Literature (1981)
Estimating Occupational Supply Information from Federal Reports: Issues and Concerns (1981)
Improved Career Decision Making Through the Use of Labor Market Information (5th Edition, 1985)
Improved Career Decision Making Through the Use of Labor Market Information: Trainer's Guide (5th Edition, 1985)
Interfacing the SOC System with the OES System (1980) *
Issues Related to Collection of Occupational Employment Data in Agriculture (1981)
Microcomputer Occupational Information System:
- OIS Microcomputer User's Guide (1984)
- OIS Microcomputer Documentation (1984)
- Micro-OIS dBASE III Conversion Manual (1985)

National Student Follow-Up Workshop: A Background Paper (1981) *
Occupational Area-Specific Staffing Information System (OASIS):
- Users Manual (1982)
- Operations Manual (1982)
- Systems Manual (1982)

Occupational Employment Data in Agriculture (1983)
Occupational Information and Vocational Education: A Concept Paper (1981)
Occupational Information Needs at the Federal Level (1981)
Occupational Information Needs at the State Level: An Empirical Study (1981) *
Occupational Information Needs for CETA Prime Sponsors (1981)
OIS and the Employment Security System: A Need and Resources Assessment (1981)
OIS and Vocational Rehabilitation: A Concept Paper (1981)
Role of an OIS in Career Guidance and Counseling (1981)
Systematic Approach to Improving the Training Process in CIDS (1981) *
The Feasibility of Collecting Labor Market Supply Data from Existing Records (1981)
Using Labor Market Information in Career Exploration and Decision Making: A Resource Guide (available in July 1986)
Using Labor Market and Occupational Information in Human Resource Program Planning (1985) *

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* These items are no longer available from NOICC. Supplies of other NOICC publications may be limited. However, many have been entered in the ERIC Clearinghouse on Adult, Career and Vocational Education and may be obtained from them.

APPENDIX C: MAJOR NOICC CONFERENCES & TRAINING PROGRAMS

Annual SOICC Conferences

1978 Denver, Colorado
1979 Biloxi, Mississippi
1980 Arlington, Virginia
1981 Reno, Nevada
1982 Huntsville, Alabama
1983 Seattle, Washington
1984 Lexington, Kentucky
1985 Denver, Colorado
1986 Portland, Maine

Occupational Information System (OIS)

Regional OIS Handbook Training Conferences

1981 Raleigh, North Carolina
1981 San Antonio, Texas

National OIS Technical Conferences

1982 Portland, Maine (Maine OIS)
1983 St. Louis, Missouri
1984 St. Louis, Missouri
1986 Kansas City, Missouri

Vocational Preparation and Occupations: National Training Workshops

1983 VPO Training for Federal Agencies (Washington, D.C.)
1983 VPO Training for State Agencies (co-sponsored with Department of Education)
Southeastern Region (Arlington, Virginia)
Central Region (Kansas City, Missouri)
Western Region (Seattle, Washington)
Northeastern Region (Arlington, Virginia)
1983 VPO Train-the-Trainers Workshop (Seattle, Washington)

Using Occupational and Labor Market Information in Program Planning

1982 Regional Conferences, Office of Vocational and Adult Education (San Diego, California; Chicago, Illinois; Atlanta, Georgia)
1984 Using LMI in Human Resource Program Planning (with Employment and Training Administration, National Governors' Association)
Regional Workshops (Ventura, California; Detroit, Michigan; Providence, Rhode Island; Washington, D.C.)
1985 National Train-the-Trainers Workshop (Miami, Florida - 5 co-sponsors)

National Conferences on Career Information Delivery Systems (CIDS)

1979 Career Information for Handicapped Individuals (San Antonio, Texas)
1980 CIDS Technical Workshops (conducted by National Governors' Association)
CIDS Management (San Antonio, Texas)
CIDS Marketing & Funding (3 regional meetings)
CIDS Information Development (New Orleans, Louisiana)
1981 CIDS Technology (Columbus, Ohio)
CIDS Train-the-Trainers
1981 National CIDS Symposium (St. Louis, Missouri)
1984 National CIDS Conference (Charleston, South Carolina - 9 co-sponsors)
1985 National CIDS Conference (Atlanta, Georgia - 13 co-sponsors)

Improve Career Decision Making Program: Train-the-Trainers Workshops

Since 1982, regional sessions have been held annually in at least two locations to train teams conducting State ICDM Projects (co sponsored by the Employment and Training Administration and the Department of Defense)

Other NOICC Conferences

1977 SOICC Organizational Workshops: (Atlanta, Georgia; Kansas City, Missouri; Seattle, Washington)
1978-83 Spring Symposia for Federal Agencies (held annually for six years)
1978-81 National EIC Conferences (sponsored annually for three years with National Center for Educational Brokering)

NATIONAL OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

Occupational Information Announcements

ACTION: Notice.

SUMMARY: Published herewith attached are two announcements of the National Occupational Information Coordinating Committee (NOICC). Attachment I is a revised Interagency Agreement of the NOICC. This agreement replaces the interagency agreement of the NOICC signed on January 24, 1978, and published in the Federal Register on February 7, 1978 (43 FR 5348). Attachment II is the announcement concerning NOICC policies and its grants program.

The basic mission of NOICC is as follows:

(1) Improve coordination and communication concerning the use of occupational information among producers and users of these data;

(2) Develop and implement, in cooperation with State and local agencies, an occupational information system designed to meet the common occupational information and data needs of education and training programs at the national, State, and local levels;

(3) Give special attention to the labor market information needs of youth and adults, including the implementation of career information delivery systems; and

(4) Assist State Occupational Information Coordinating Committees.

FOR FURTHER INFORMATION CONTACT: Russell B. Flanders, Executive Director, National Occupational Information Coordinating Committee, 2100 M Street NW., Suite 156, Washington, D.C. 20037, (202) 653-5665.

SUPPLEMENTARY INFORMATION: The Education Amendments of 1976 (Pub. L. 94-482) amended the Vocational Education Act of 1963 and established a National Occupational Information Coordinating Committee and State Occupational Information Coordinating Committees. An Interagency Agreement specifying the purpose of NOICC and designed to activate working arrangements was signed by the statutory members on March 2, 1977.

A revised agreement among the agencies was signed on January 24, 1978, that incorporated those provisions mandated in the Youth Employment and Demonstration Projects Act of 1977 (Pub. L. 95-93). The Interagency Agreement presented in Attachment I takes into consideration the provisions of the most recent Federal legislation cited therein as it relates to NOICC mandates.

The Carl D. Perkins Vocational Education Act of 1984 (Pub. L. 98-524) reestablished NOICC. This Act requires the Secretary of Education to transfer funds to NOICC to carry out its responsibilities each fiscal year. The Job Training Partnership Act of 1982 (Pub. L. 97-300) adds to NOICC's responsibilities and authorizes the Secretary of Labor to transfer funds to NOICC for its operation. NOICC is an independent organization contained in both the Department of Labor and Department of Education appropriations.

The policies announced in Attachmaent II apply to NOICC relative to the development of an occupational information system for which the Committee is responsible. The occupational information system is to be implemented through State Occupational Information Coordinating Committees (SOICCs). NOICC is required to assist SOICCs in that implementation, and the grants program announced in Attachment II of this notice applies only to SOICCs.

Signed at Washington, D.C., this 16th day of May 1985.

Russell B. Flanders,

Executive Director, National Occupational Information Coordinating Committee.

Attachment I—Interagency Agreement of the National Occupational Information Coordinating Committee

The Vocational Education Act of 1963, as amended in 1976, established the National Occupational Information Coordinating Committee (NOICC). This Agreement replaces the NOICC Interagency Agreement executed on January 24, 1978. The Committee's present mandates are set forth in section 422 of the Carl D. Perkins Vocational Education Act of 1984 (Pub. L. 98-524) and sections 123, 463 and 464 of the Job Training Partnership Act (JTPA) of 1982 (Pub. L. 97-300). The statutory members of NOICC agree to carry out the intent of Congress as set forth in these Acts.

Statutory members of the Committee are the:

Assistant Secretary for Vocational and Adult Education, Administrator of the National Center for Education Statistics, Commissioner of the Rehabilitation Services Administration, Director of the Office of Bilingual Education and Minority Language Affairs, U.S. Department of Education;

Commissioner of Labor Statistics, Assistant Secretary for Employment and Training, U.S. Department of Labor;

Under Secretary for Small Community and Rural Development, U.S. Department of Agriculture;

Assistant Secretary for Economic Development, U.S. Department of Commerce;

Assistant Secretary for Manpower, Installations and Logistics, U.S. Department of Defense.

The members agree to the following paragraphs and to the . . . Memoranda of Understanding on Administrative Support Services and on Delegation of Authority.

Note. The Memoranda of Understanding are not provided herewith.

1. NOICC shall improve coordination and communication concerning the use of education and employment data among vocational education, employment and training and other appropriate personnel as indicated in the Acts cited above. NOICC shall also assist the Department of Defense in developing and implementing an occupational information system for recruiting, mobilization, and career and transition counseling purposes.

2. NOICC shall develop and implement, in cooperation with State and local agencies, an occupational information system to meet the common occupational information needs of vocational education and employment and training programs at the national, State and local levels.

3. NOICC shall provide training, technical assistance and fiscal support to State Occupational Information Coordinating Committees (SOICCs) in the development, maintenance and use of: (a) Occupational information systems for planners and administrators of education and training programs and (b) career information delivery systems for persons engaged in career exploration and decisionmaking. Special emphasis shall be placed on supporting the automation of such systems.

4. NOICC shall conduct research and demonstration projects designed to improve any aspect of occupational and career information delivery.

5. NOICC shall publish at least annually a report on the status of occupational information capabilities at the State and national levels.

6. NOICC will utilize funds for these and other activities consistent with fulfilling the requirements of the Job Training Partnership Act and the Vocational Education Act. NOICC may use all funds available to it under the Acts to carry out any of its functions and responsibilities authorized by law.

7. The statutory members of NOICC agree that each may delegate authority

to a person on his or her staff to serve on a Technical Steering Group. The Steering Group will carry out the functions assigned to it in accordance with Memoranda of Understanding agreed to by the statutory members. These memoranda may be revised or new ones developed, as needed, and implemented with the agreement of the statutory members.

8. Any new members that are added to NOICC by legislation may sign the Interagency Agreement, without requiring new signatures from existing members, as long as all other conditions remain unchanged.

/s/ Janet L. Norwood,
Commissioner, Bureau of Labor Statistics, U.S. Department of Labor, 1/18/85.

/s/ Emerson J. Elliott,
Administrator, National Center for Education Statistics, U.S. Department of Education, 2/10/85.

/s/ J. Bonnie Newman,
Assistant Secretary for Economic Development, U.S. Department of Commerce, 3/15/85.

/s/ George A. Conn,
Commissioner, Rehabilitation Services Administration, U.S. Department of Education, 3/7/85.

/s/ Frank W. Naylor, Jr.,
Under Secretary for Small Community and Rural Development, U.S. Department of Agriculture, 3/21/85.

/s/ Frank C. Casillas,
Assistant Secretary for Employment and Training, U.S. Department of Labor, 1/25/85.

/s/ Robert M. Worthington,
Assistant Secretary for Vocational and Adult Education, U.S. Department of Education, 1/31/85.

/s/ Lawrence J. Korb,
Assistant Secretary for Manpower, Installations and Logistics, U.S. Department of Defense, 2/28/85.

/s/ Jesse M. Soriano,
Director, Office of Bilingual Education and Minority Language Affairs, U.S. Department of Education, 3/19/85.

March 21, 1985.

Attachment II—National Occupational Information Coordinating Committee Policies and Grant Program

Policies of NOICC

Occupational information that must comprise a national occupational information system (OIS) is produced by many different agencies and organizations to serve various needs. Since NOICC seeks to avoid duplication, many data sources will be integrated into and become component parts of the OIS. Accordingly, it is vital that these efforts be as comparable and compatible as possible. This means that the terminology and procedures must be as uniform as possible; that results of data analysis must be shared to avoid duplication of work; and that dissemination of information must be efficient, timely, and applicable to user needs.

The development of a completely integrated OIS requires the efforts of many organizations at all governmental levels. It will be developed in stages as policy decisions are rendered, as existing subsystem components are standardized or modified and as new subsystem components are created. Several NOICC policies have been made relative to the development of the OIS and career information delivery systems. The policies are:

A. NOICC will not be a data collection agency. NOICC shall coordinate such efforts and recommend changes relative to data collection, as well as the use of data, principally among the agencies represented by the statutory members of NOICC.

B. NOICC considers the Standard Occupational Classification system published by the Office of Federal Statistical Policy and Standards, U.S. Department of Commerce, as the standard overall classification system for occupational data.

C. NOICC adopts the Occupational Employment Statistics Survey program of the U.S. Department of Labor as the standard principal source of current occupational employment data at the local, State, and national level.

D. In developing the occupational supply model of the OIS, NOICC will utilize data and information from available sources such as the Employment Service and Unemployment Insurance programs of the State Employment Security Agencies and the data reporting systems of the National Center for Education Statistics.

E. NOICC encourages the implementation of statewide career information systems for delivery of occupational and educational information used for career choice and job search purposes. The information used in these systems should be obtained from the OIS to the maximum possible extent.

F. In adopting the use of data from established programs, NOICC also adopts the confidentiality standards of each of the programs as established by the agency administering the program. For example, the confidentiality standards established by the Bureau of Labor Statistics for the Occupational Employment Statistics program must be observed.

G. The State Occupational Information Coordinating Committees (SOICCs) are responsible for the quality of data and information included in occupational information systems implemented by the SOICCs.

NOICC policies will be published in the **Federal Register** as they are changed or amended by NOICC.

Grants Programs

NOICC accomplishes mandates through grants to State Occupational Information Coordinating Committees as follows:

A. NOICC will provide basic assistance grants to support SOICCs, SOICC staff leadership, OIS implementation and training and other activities covered by the Job Training Partnership Act of 1982 and the Carl D. Perkins Vocational Education Act of 1984.

B. NOICC will provide special purpose grants to SOICCs on a competitive basis to support research, development and demonstration activities related to the mandates of these two Acts.

The NOICC grant application procedures will be provided to SOICCs through NOICC administrative memorandums.

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